

**The Salvation Army
Western Michigan Northern Indiana
Kalamazoo
Internship Description**



Position: Community Center Aide
Reports To: Youth Services Director
Classification: PT-non exempt

Position Summary:

I. Key Responsibilities

- A. Provide supervision in the community center, under the direction of the Youth Director
- B. Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people regardless of gender, race, culture, language, disability, sexual orientation or socioeconomic background.
- C. Help with set up and clean up of facility each day
- D. Other tasks as assigned by supervisor.

II. Specific Functions

- A. Supervise gym during open hours
 - a. Ensure participants are following rules
 - b. Provide disciplinary action when necessary
 - c. Be sure gym is clean and locked at end of day.
- B. Supervise children using computer lab and/or tutoring room
 - a. Ensure participants are following rules
 - b. Provide disciplinary action when necessary
 - c. Be sure rooms are clean and locked at the end of the day
- C. Prepare rooms for special events
 - a. Assist with set up/break down of tables, chairs, AV equipment or other equipment as needed.

III. Qualifications

Applicants are required to have High School Diploma or GED. At least one year of experience working with children preferred, but not required. Applicants must pass background check and be able to work independently in a self-directed manner as well as part of a team. All applicants must have access to reliable transportation. This position requires the ability to act effectively as a role model and to keep calm under pressure.

Please apply by submitting a resume to Jennifer.Quemada@usc.salvationarmy.org or in person at 1700 S. Burdick St, Kalamazoo.

Application deadline: April 29,

The Salvation Army Mission Statement: The Salvation Army, as an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.